



CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	RELEASE DATE:	Friday, February 26, 2010
POSITION TITLE:	Assistant Director, Central Administration, Budget Management Branch	FINAL FILING DATE:	Tuesday, March 16, 2010
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	02222010_1

POSITION DESCRIPTION

* PENDING CONTROL AGENCY APPROVAL *

Under the general direction of the Associate Director, Office of Fiscal Services and in collaboration with executive management staff, the Assistant Director, Central Administration, Budget Management Branch (BMB) is responsible for formulating and implementing fiscal policy related to budgetary issues within the California Department of Corrections and Rehabilitation (CDCR) Central Administration functions and ensuring consistency with the departmental mission and Strategic Plan. Assigned programs include the Division of Adult Parole Operations (DAPO), Board of Parole Hearings (BPH), Corrections Standards Authority (CSA), Division of Juvenile Justice (DJJ), Division of Support Services, Enterprise Information Systems, Office of Audits and Compliance, Office of Civil Rights, Office of the Secretary, Office of Legislation, Office of Public and Employee Communication, Office of Victim and Survivor Services, Facilities Management, Office of Research, Office of Court Compliance, and Office of Legal Affairs. The Assistant Director is also responsible for ensuring that all new and existing policy directives are in compliance with the ongoing implementation of automated and technical fiscal controls throughout the Department.

Duties include, but not limited to:

- Develops and recommends policies, procedures, and fiscal controls statewide for the Central Administrative functions, including spending priorities. Prepares, presents, and defends budget policies and procedures to ensure consistency with existing policies, program operations, and departmental strategic and operational plans. Develops uniform technical fiscal policies regarding Schedule 10s, 7A, Governor's Budget Galley, all supplementary schedules, annual Budget Change Proposal (BCP) process, and tracks overall expenditure authority for the Department. Develops position control budgetary practices, funding for position upgrades, and serves as the subject matter expert for fiscal policies and protocols related to the implementation of automation projects (i.e.

Business Information System). Collaborates with the Assistant Director, Operations on the establishment of estimate budget methodologies related to the DAPO and DJJ programs.

- Manages the fiscal activities of multi-disciplinary staff in the Central Administration programs. Plans, organizes, directs, and evaluates budget strategies. Reviews reports, controlled correspondence cost analyses, BCP's, legislative and regulatory analyses, policy proposals, audit and Legislative Analyst's Office (LAO) responses, etc. Provides direction and assistance to management staff in DJJ, DAPO, and the other assigned program areas on budget-related responsibilities.
- Provides fiscal leadership and consultation to program managers and budget staff on sensitive and complex budget issues, chairs and attends meetings on budget related issues, attends executive meetings on behalf of the Associate Director and Deputy Director as necessary, and attends divisional staff meetings and briefings for assigned program areas.
- Directs fiscal reviews for all Central Administration programs, develops statewide BCP's, and budget reduction packages. Reviews and recommends the approval, rejection, or implementation of Budget Concept Statements and BCP's. Ensures required deficiency letters are developed and submitted in a timely manner and recommends approval of initial budget allotments and budget change allotments. Ensures that budget allotments and monthly projections from Central Administration programs are distributed and reviewed on a timely basis and corrective action or recalculations occur as necessary.
- Represents the Department before advocate groups, testifies at Legislative Budget Committee Hearings and provides budget information to external agencies, legislative staff, LAO, Governor's Office, and media, etc.
- Determines training needs of staff and ensures training is provided.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Experience managing a comprehensive fiscal program, including planning, organizing, and directing critical budget management functions.

- Five years of experience developing Budget Change Proposals for the Governor's January Budget and May Revise, Schedule 10 and 7A's, and all supplemental schedules.
- Demonstrated knowledge in budget planning, fiscal accountability, process change methodologies, and the State budget process.
- Ability to analyze complex budget issues and make recommendations on a departmental and cross-jurisdictional level.
- Experience which demonstrates the ability to communicate effectively orally and in writing with executive management, legislators, Department of Finance, Governor's Office, Legislative Analyst's Office, and other external agencies on fiscal policy issues.
- Experience in formulating fiscal policies and making major policy-influencing decisions that contribute to the implementation of innovative budget practices on a statewide level.
- Experience preparing, presenting, and defending budget requests for State programs and conducting periodic fiscal reviews.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Director, Central Administration, Budget Management Branch**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

FILING INSTRUCTIONS

A Standard State Application (Form 678), resume, and Statement of Qualifications must be submitted and postmarked by March 16, 2010 to Tracy Heinsen, Office of Executive Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length and 12 point font. APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.
- Resumes do not take the place of the Statement of Qualifications.
- Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:
www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html

Applications must be submitted by the final filing date to:

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive
Appointments
1515 S Street, Room 108-N, Sacramento, CA 95811
Tracy Heinsen | (916) 445-9061 | tracy.heinsen@cdcr.ca.gov

ADDITIONAL INFORMATION

*The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>